



HOW TO PRODUCE AN EXPENSE REPORT

FOR YOUR DIRECT ACTION GRANT MEDIA PROJECT

SHARE YOUR BUDGET



Post your media projects and budget to the in-country WhatsApp group.

Budgets should be a detailed breakdown from taxis for religious leaders to the cost of airtime on local radio.

Sharing will help your fellow media graduates get ideas and encourage peer accountability.

COLLECT RECEIPTS



Collect receipts for everything!

If it is not possible to get a receipt e.g. taxi, use your notebook and ask the driver to write date, time, pick up and drop off location.

Be sure to get a contact number and signature.

REPORT



When your project comes to an end, do a simple cost report.

The report should detail exactly how the money you received was spent.

SHARE YOUR REPORT



Once your report is complete.

Post your report and receipts into your in-country WhatsApp group along with the narrative explaining how things went.